

Notes for Guidance

Please read the notes before completing this form.

- Companies and landowners that require vehicle keeper information to enforce penalty charge notices should complete this form.
- This form can be used for single or multiple applications where the reason for the request is the same. It is important to state the full reason for the request. You must list the registration mark, make and model for each vehicle requested on headed paper. An example of the required format can be found on the website at www.dvani.gov.uk
- DVA has a duty under the Data Protection Act 1998 to protect personal information. However, regulations provide for the release of information where applicants can demonstrate 'reasonable cause' to require it. Information will only be released when the circumstances relate to incidents directly involving the vehicle.
- Information should only be requested if it is to be used in a fair and responsible way and for the purpose for which it is requested. When considering requests, applicants will be assessed on their behaviour on the use of the data.
- DVA's authorised personnel shall be permitted access to the company's operational areas to check the methods of processing. The company must agree and make available to DVA's authorised personnel such files and records as may be required for them to be satisfied that data is only used for the purposes for which it has been released.
- Requests from landowners must be supported with a statement confirming ownership. Companies acting on behalf of landowners **must** provide evidence (contract/agreement) from the landowner to confirm that they are acting with the consent of the landowner.
- Material evidence should be provided that a penalty charge scheme is in operation and that signs are clearly visible to drivers. You must confirm if CCTV cameras are in operation or if notices are left on vehicle windscreens. Full details of your operations must be included with your application.
- Vehicle keeper information will not be sent to a PO Box address.
- A fee is required for each request. Current fees are available from the website, see below for website address. Cheques and postal orders should be made payable to Driver and Vehicle Agency. Please do not send cash. Completed requests should be sent to DVA, Vehicle Enquiries Section, Castlerock Road, COLERAINE, Co Londonderry, BT51 3TA.
- Applicants who require electronic access to data will need to apply for 'Approved Conditional Access' status, be a member of an Accredited Trade Association, or a regulatory body and have signed up to their code of practice.
- The vehicle keeper may upon request be provided with a copy of this application.
- Further details on the release of information can be found on the website at www.dvani.gov.uk

Warning: Failure to provide sufficient information about the incident or about your company, or failure to sign the declaration will result in your application being rejected. The Agency will carry out such checks, as it deems necessary to verify the information you provide.

It is a criminal offence under section 55 of the Data Protection Act 1998 to unlawfully procure information or sell computer held personal information. The maximum penalty is a fine not exceeding £5,000.

Any legitimate complaints received from motorists whose details have been obtained unlawfully will be passed to the Information Commissioner to consider prosecution. If the Agency has evidence that information has been obtained or used inappropriately it can refuse all future applications.

Please sign and date the declaration after you have completed parts 1–5 overleaf and send your application with the appropriate fee to **DVA, Vehicle Enquiries Section, Castlerock Road, COLERAINE, Co Londonderry, BT51 3TA. If you require any further information please telephone 0845 402 4000.**

Please write clearly in BLACK INK using CAPITAL LETTERS or tick the appropriate box.

- **IMPORTANT** – Please read the notes overleaf before completing this form. Remember to sign and date the form and to enclose all necessary documentation before sending to DVA.

1 Your details

Company name

Full postal address (PO Box address is not acceptable)

Postcode

E-mail address

Telephone number
(landline)

(mobile)

Companies House
Registration number

VAT number

Data Protection
Registration number

Your Name

Position in company

3 Why do you want the information

Please provide a full explanation why you want the information and how it will be used. Continue on a separate sheet if you need more space.

4 Company details

To support your application please attach a business résumé of your company's operations. If remote monitoring is in operation signs should indicate this and penalty charge notices should be sent by post within a reasonable time. All signs/notices must include an address for those who wish to appeal against the issue of the penalty charge notice.

2 Details of incident

Date of incident

Location (including postal address)

Please confirm, by ticking the appropriate box, if you are:

the landowner or agent acting with
consent of the landowner

Please attach evidence that a penalty charge scheme is in operation – (confirmation that signs are clearly visible to keepers, confirm if remote monitoring is in operation or notices are left on vehicle windscreen etc.)

5 Vehicle registration details

Please provide the registration mark, make and model for a single application in the appropriate boxes below. Your company reference can also be included.

For multiple applications you should submit these details on a separate sheet(s). To see an example of the correct format please go to the website at www.dvani.gov.uk

Reg. Mark:

Make:

Model:

Your Ref:

DECLARATION

I declare that the information given in this application is correct to the best of my knowledge. Any information obtained will not be used for any purpose unrelated to this enquiry. I am also aware that it is an offence under Section 55 of the Data Protection Act 1998 to unlawfully procure information or sell personal information.

Signature

Date

Example Only

Example of required format for making multiple applications for information from DVA records where the reason for the request is the same.

Multiple applications must be accompanied by Request for Information form – V888/2(NI) (for companies) or Request for Information form – V888/3(NI) (for companies where a penalty charge notice/reminder will be issued).

Do not print off and use this sheet to make your request

Requests for multiple applications should be made in the following format:

- use letter headed paper
- maximum number of enquiries (registration marks) per sheet is 15

	Reg Mark	Make	Model	Your Reference
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				